

STATISTICIAN/DEMOGRAPHER

DEFINITION: Under general supervision, performs work of moderate difficulty with responsibility to collect and analyze population, age, income, employment and other statistical data used to identify trends and support other Navajo Nation needs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops data collection instruments; utilizes and implements instruments and methods for the evaluation and quality control of demographic data; collects, analyzes, interprets, and summarizes data; prepares, drafts and presents statistical and analytical reports; selects data samples; prepares surveys and conducts logic checks to maintain data quality.

Maintains and updates computerized collection and tracking of relevant demographic data; utilizes statistical software to analyze and interpret demographic data; maintains appropriate records of research methods and results; formats data, develops and prepares reports, charts, tables and other related documents and graphics.

Serves as an expert witness in demographic statistics for the Navajo Nation government before federal, state, and Navajo Nation judicial and legislative tribunals; maintains and updates statistical demographic data of the socioeconomic conditions of the Navajo Nation to enhance program planning, and service delivery capabilities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of statistical sampling and survey methodology.

Knowledge of statistical research principles, methods, procedures and standards.

Knowledge of Navajo culture, tradition, political, clan and family structure.

Skill in planning, creating, programming and managing complex statistical computer databases.

Skill in applying a range of standard statistical techniques in support of scientific research studies and/or experiments.

Skill in the use of database management, word-processing, spreadsheet and/or presentation software.

Skill in applying judgment in the release of confidential information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Master's degree in Statistics, Economics, Sociology or closely related field; and five (5) years collecting, analyzing and interpreting statistical data and computer database management.

PREFERRED QUALIFICATIONS:

- Five (5) years of experience with qualitative and quantitative methods.
- Strong research background.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.